

## **INSTRUCTIONS FOR REQUESTING A TRANSCRIPT FOR A CASE ON APPEAL**

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**YOU HAVE TEN (10 ) DAYS AFTER FILING YOUR NOTICE OF APPEAL TO COMPLETE THIS FORM ([6CA-30](#)) BY DOING THE FOLLOWING:**

- 1) Complete Part 1. Sign the form whether or not a transcript is ordered.
- 2) Contact each court reporter involved in reporting the proceedings to make arrangements for payment. Note: A separate transcript order form must be completed for each court reporter.
- 3) Mail one (1) copy to:  
  
U.S. Court of Appeals  
524 Potter Stewart U.S. Courthouse  
100 East Fifth Street  
Cincinnati, Ohio 45202-3988
- 4) File one (1) copy with the U.S. District Court; attorneys must file electronically.
- 5) Mail one (1) copy to appellee(s), if not receiving it electronically.
- 6) Retain a copy for your files.

**IF SATISFACTORY ARRANGEMENTS FOR TRANSCRIPT PRODUCTION, INCLUDING NECESSARY FINANCIAL ARRANGEMENTS, ARE NOT MADE WITHIN 10 DAYS AFTER FILING YOUR NOTICE OF APPEAL, YOUR APPEAL CAN BE DISMISSED.**

If you have further questions, please contact the Clerk's Office at the U.S. Court of Appeals for the Sixth Circuit at (513) 564-7000.